



Mineral Titles Branch

Free Miner Land Owner Identification

Procedures for determining the ownership of private land and Crown land leases

1	Introduction	3
2	Determining if there is an overlap with private land parcels or Crown land leases	4
2.1	Using the Mineral Titles Online (MTO) map viewer to determine any overlaps	4
2.2	Map Viewer Tantalus Surface Ownership - Shape Confidence Attribute	8
2.3	Using the ILRR report.	10
3	The ILRR Mineral Titles – Land Owner Notification Report	19
3.1	General Information Section	19
3.2	Part 1 of the Report - Crown Land Leases	21
3.3	Part 2 of the Report - Private Lands Within Area of Interest	21
3.4	Part 3 of the report – Possibly within Area of Interest	22
4	Determining Ownership of a Parcel	23
4.1	Using the BC Assessment Authority System	24
4.2	Land Title and Survey Authority System	31

1 Introduction

A 2007 amendment to [Section 19](#) of the [Mineral Tenure Act](#) (MTA) Bill 12 of the *Miscellaneous Statutes Amendment Act, (2007)* now requires a person to serve notice on the private landowner(s) or Crown land lease holder(s) before commencing a mining activity.

A mining activity is defined in the *Mineral Tenure Act* as any activity related to (1) the search for a mineral or placer mineral, (b) the exploration and development of a mineral or placer mineral, or (c) the production of a mineral or placer mineral, and includes the reclamation of a previously mined area and the monitoring and long term protection, control and treatment of a previously mined area.

The Ministry of Energy, Mines and Petroleum Resources (EMPR) worked with GeoBC, formerly known as the Integrated Land Management Bureau (ILMB), to develop the following computer process to assist mining clients and free miners with this task.

This tool is suitable for notification or referral purposes only. It is not suitable for statusing that may lead to the issuing of tenure.

The process is divided into two distinct parts;

- determining if your area of interest overlaps private land or Crown land leases; and
- determining the ownership of the overlapping parcels.

Computer programs, using the Integrated Land and Resource Registry (ILRR) at <https://www2.gov.bc.ca/gov/content/data/geographic-data-services/land-use/integrated-land-resource-registry> have been developed to assist with the first part of the process while tools already existed to help you with the second part. You can use Mineral Titles Online (MTO) to visually determine if the area you are interested in overlaps any private land or Crown land lease. If overlaps exist, you can use a custom report in the ILRR to list these overlaps. For private land, the report provides you with the information you need to look up the ownership information using BCOline at www.bconline.gov.bc.ca and myLTSA at <https://apps.ltsa.ca/srs/app> . Alternatively, you could give the report information to a title search company and have them provide you with the information. For Crown land leases, all the information you require, including names and addresses, is in the report.

Current and accurate private land spatial (map) data exists and is being actively maintained for the northern two-thirds of the province. For the remainder of the province, the parcel data has been provided but is not to Integrated Cadastral Fabric (ICF) specification or is not regularly maintained. This issue is being addressed by GeoBC, but will take some time to be made available. This was a known issue, and the tools which were developed have taken this into account. More detailed information on this is available in the [report content](#) section 3.0 of this document.

To view the data availability of the [Integrated Cadastral Fabric](#) (ICF - private land) visit the website, <https://www2.gov.bc.ca/assets/gov/data/geobc/icfstatusmap.pdf>

The custom report for Landowner Identification using the ILRR relies very heavily on computer information. The timeliness and accuracy of the results is only as good as the host systems, which is source data supplied from other agencies. The accuracy of the information should be adequate in most cases, however provisions were made in the MTA regulations to request relief from this requirement should you follow the process and not be able to obtain the necessary ownership information.

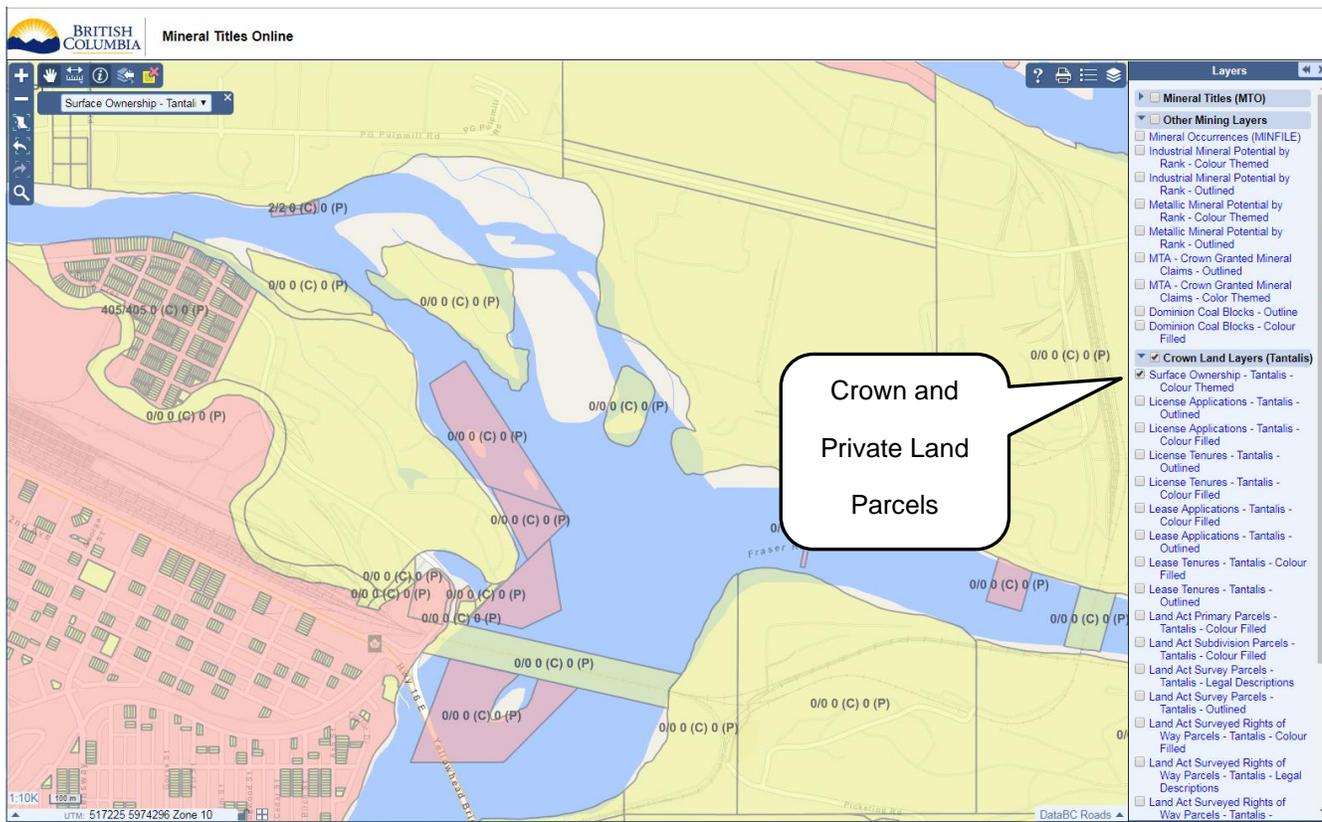
2 Determining if there is an overlap with private land parcels or Crown land leases

Once you have determined the area over which you want to conduct a mining activity, you now need to determine if there are any overlaps with private land parcels or Crown land leases. The best way to do this is to use the MTO map viewer.

2.1 Using the Mineral Titles Online (MTO) map viewer to determine any overlaps

Tantalis Surface Ownership

Start the MTO mineral or placer Common Web Mapping (CWM) viewer (www.mtonline.gov.bc.ca) and navigate to your area of interest (AOI). Click on the map layers icon  near the top right of the screen. Turn on the “Surface Ownership – Tantalis – Colour Themed” map layer under the heading “Crown Land Layers (Tantalis)”. To avoid confusion, it is a good idea to turn-off all other layers not required (Survey Parcels, Reserves, MTO Grid, Titles, Private land data, etc.) Look to see if your area of interest overlaps any private land. To see the map labels, zoom in on the map to a scale of 1:50 000 or less. (See section 2.2 for label descriptions using the Tantalis Surface Ownership layer in MTO).



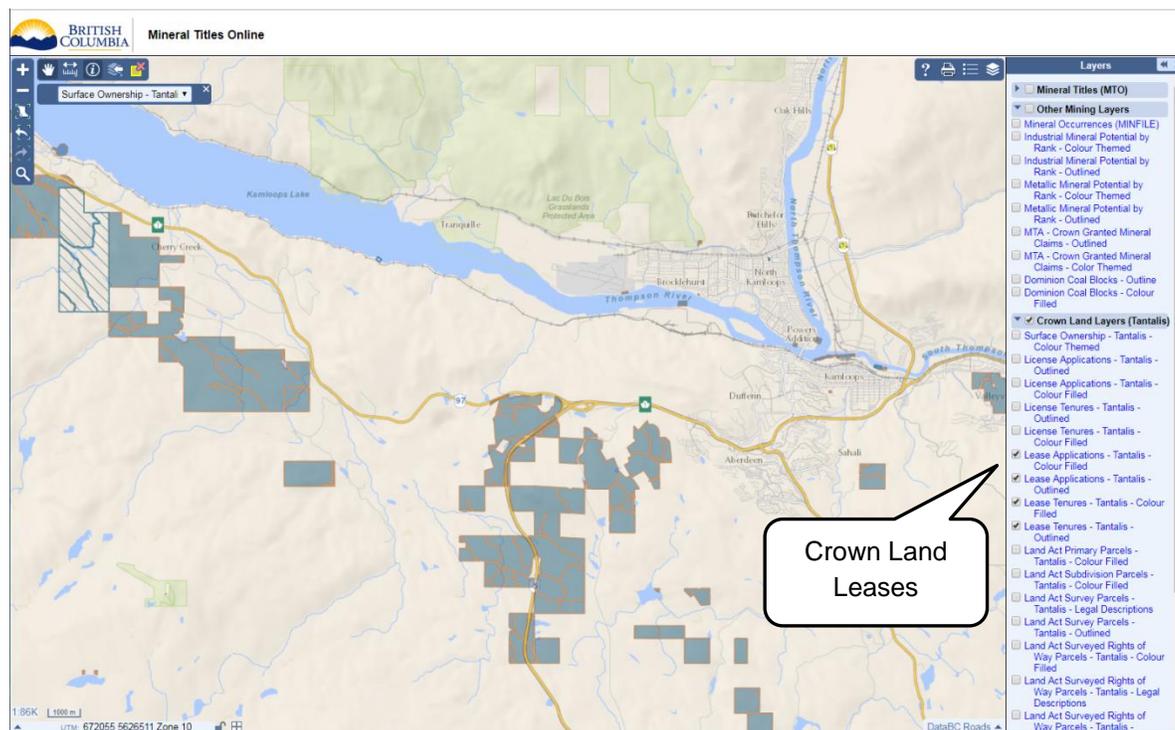
Map in MTO CWM showing the Tantalis Surface Ownership

Crown Land Layers (Tantalis)
Surface Ownership - Tantalis - Colour Themed

- Private
- Crown

Crown Land Leases

To determine if your area of interest overlaps with any Crown Land Leases, turn off the “Surface Ownership – Tantalis – Colour Themed” layer and turn on the “Lease Applications – Tantalis” (Colour Filled and Outlined) and “Lease Tenures – Tantalis” (Colour Filled and Outlined) layers. Look to see if your area of interest overlaps any Crown Land leases. To obtain details about Crown Land Leases use the identify  tool and click on the lease of interest. You are not required to notify the Crown Land Lease applicants, but should be aware that the applicants could result in a Crown Land Lease being issued. Crown land lease applications will not appear on the Free Miner Land Owner Notification report. Only issued crown land leases will be listed on the report.



Crown Land Layers (Tantalis)

Lease Applications - Tantalis - Colour Filled



Lease Applications - Tantalis - Outlined

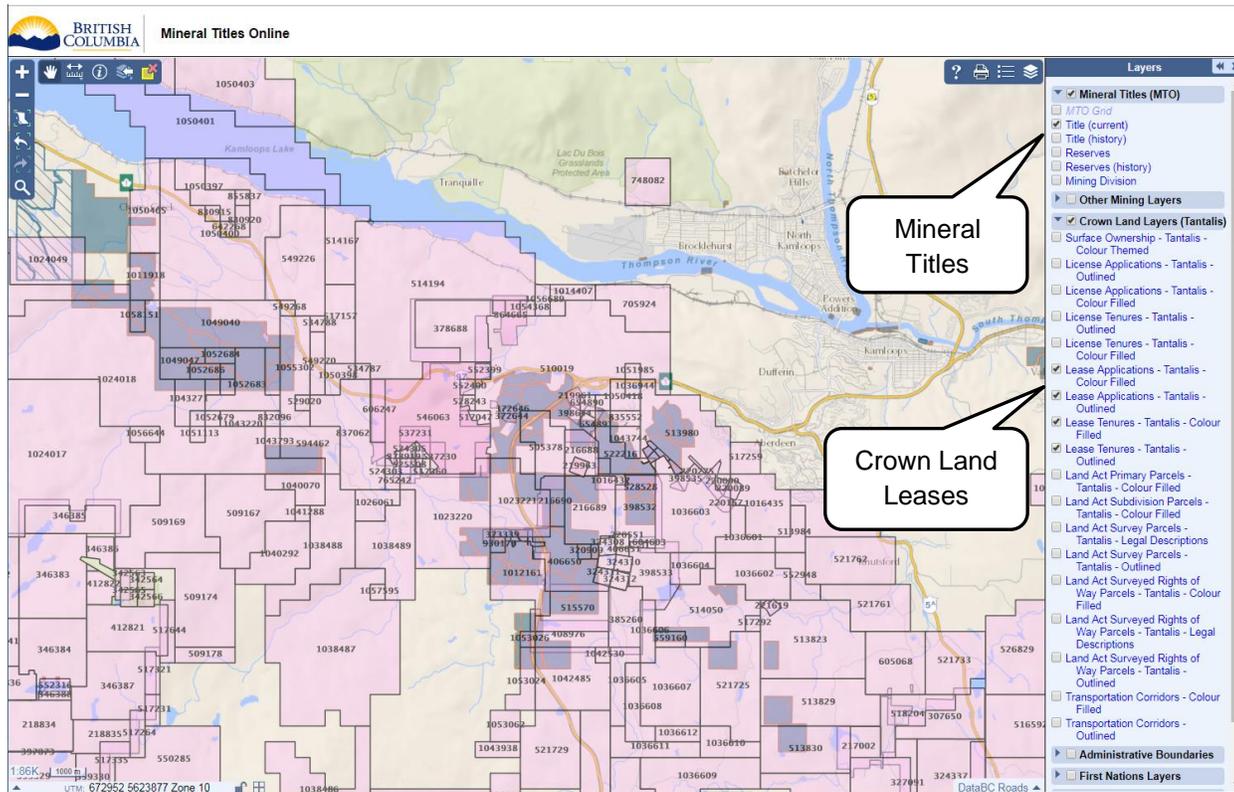


Lease Tenures - Tantalis - Colour Filled



Lease Tenures - Tantalis - Outlined





MTO map showing Crown Land Leases and Mineral Tenure.

- If there are no overlaps (this image, for example, shows some areas in beige with no overlaps) on either the Tantalis Surface Ownership or Crown Land Lease layers, you may proceed with your mining activity in the normal manner.
- If there are overlaps, (for instance, the center of the map above shows mineral titles overlapping Crown Land Leases) you now need to run the Mineral Titles – Land Owner Notification report in the ILRR (www.ilrr.ca).

It is recommended that you print and keep a copy of the maps for your records.

2.2 Map Viewer Tantalus Surface Ownership - Shape Confidence Attribute

You may find that in some areas of the Province there appears to be an inconsistency with the shape confidence attribute (accessed by using the identify tool and clicking on the layer). The following table explains this issue.

15/100 15 (C) 70 (P)

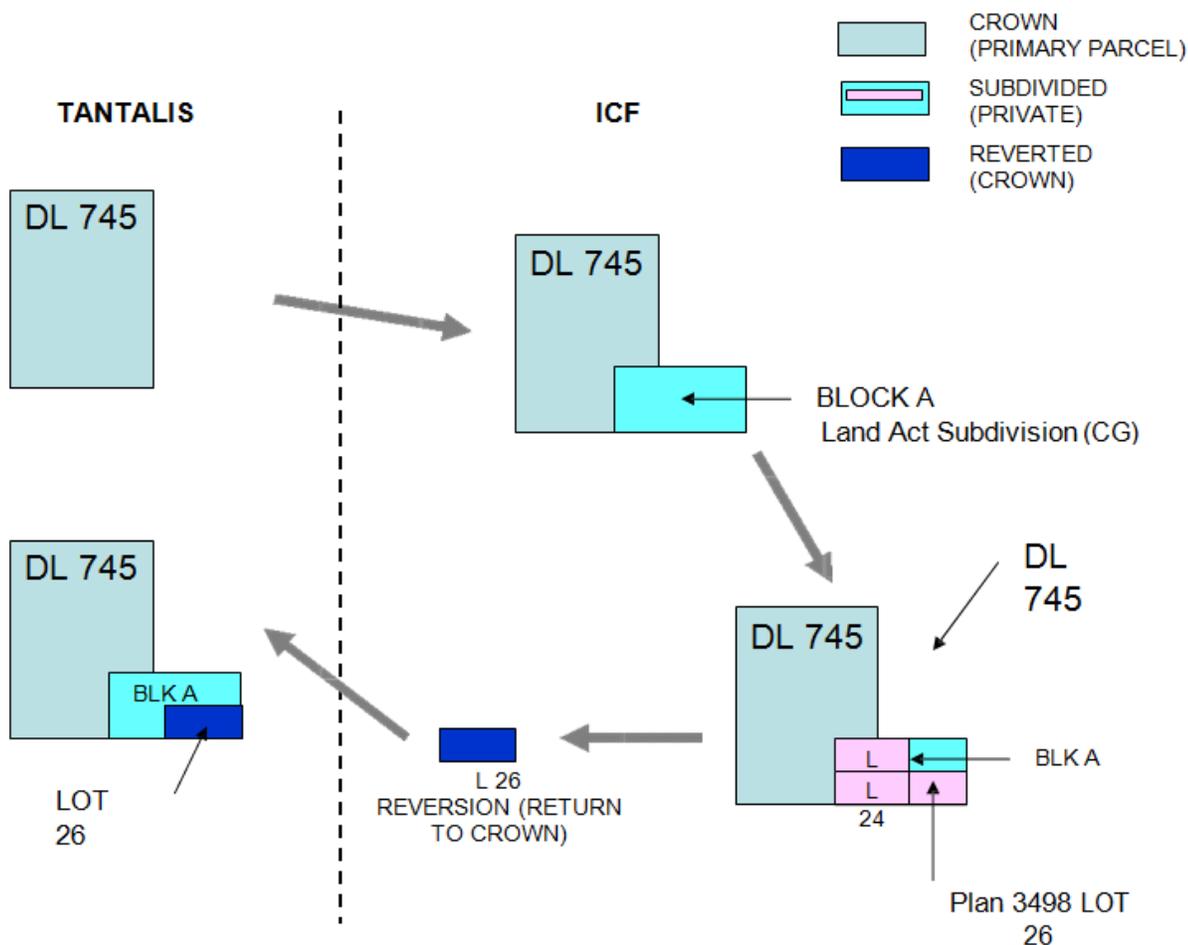
15/100	15 (C)	70 (P)
The first part of the attribute identifies the number of subdivisions of a primary parcel that have map representation over the total number of subdivisions. In this example there are a total of 100 subdivisions and 15 of those have shapes, leaving 85 with no spatial representation. The next two parts of the label identify of those 85 how many are crown and how many are private.	The number preceding the (C) identifies the number of subdivisions that are missing shapes and are crown surface ownership.	The number preceding the (P) identifies the number of subdivisions that are missing shapes and are private surface ownership.

Note : Only the primary parcels get labelled. In some cases due to the draw order the label will be shown but the outline of the shape will not be visible.

Background and limitations on the source of the data displayed in the Tantalus Surface Ownership layer:

- The values of CROWN/PRIVATE are associated only to Survey Parcels residing in the Tantalus data set; Unsurveyed Crown Land will not have an associated value.
- This data is sourced from the Land Act Registry System (Tantalus), and therefore will contain ONLY Survey Parcels that have passed through the Crown's hands or are currently Crown. It will not contain all the Survey Parcels that would be captured in the ICF data set.

- As an example of a Survey Parcel that "HAS PASSED THROUGH THE CROWN'S HANDS"; if the Crown granted a large Primary Parcel, such as District Lot 745 Cariboo District; this parcel would show up in Tantalus. If the new private owner of DL 745 subdivided the parcel into 50 smaller lots, Tantalus will not contain those, however if one of those parcels reverts to the Crown (or is acquired by the Crown), then that single smaller Survey Parcel will be entered in to the Tantalus database (minimally as an attribute record). See the diagram below.
- Historic data capture rules have resulted in an inconsistent capture of spatial data relating to surveyed subdivision parcels. The Tantalus Surface Ownership layer attempts to mitigate this lack of spatial data by the display of the above mentioned labels.



2.3 Using the ILRR report.

You have checked the MTO map viewer and determined your area of interest overlaps with private land and/or Crown land leases. You will now need to go to the ILRR and run the Free Miners – Land Owner Notification Report. Proceed to the ILRR home page (<http://www.ILRR.ca>) and log on to the ILRR using your BCeID. From the ILRR home page, on the right hand margin, select “Launch ILRR”.

The screenshot shows the ILRR home page with the following structure:

- Header:** BRITISH COLUMBIA logo, search bar, and navigation links (Careers & MyHR, Services A-Z, Organizations A-Z, Forms A-Z, News, Contact Us).
- Sub-headers:** B.C. Data Catalogue, Statistics, **Geographic Data**, Open Data, Data Management in B.C., Data Distribution Services, Web-based Mapping, Location Services, Topographic Data, **Land Use**, Digital Imagery, Georeferencing, B.C. Spatial Data Infrastructure.
- Breadcrumbs:** Home / Data / Geographic Data / Land Use /
- Left Sidebar:**
 - Administrative Boundaries
 - Integrated Land & Resource Registry**
 - Registered Interests
 - Map Viewer
 - Custom Queries
 - Crown Land Registry
 - Integrated Cadastral Fabric
 - Consultative Areas Database
- Main Content:**
 - Integrated Land & Resource Registry (ILRR)**

The Integrated Land & Resource Registry (ILRR) provides a single source of reliable information on B.C. Crown land legal interests and land status. It also has information on land and resource restrictions and reservations, and locations of private land.
 - New Application Release September 20, 2017**

We have released a new version of the Integrated Land and Resource Registry at 1:00 pm on September 20, 2017. The What's New 7.8 document listed below, highlights all the new enhancements.

 - [What's New 7.8](#)
 - You can use the ILRR to:**
 - Quickly generate queries, maps and reports
 - Compare interests from different source databases in a singular format
 - Enables clients to determine the current status of Crown and private land
 - Get email notifications if something changes in a specific area of interest
 - Support land use planning and treaty negotiations
 - Identify potential land use conflicts between different resource interests
 - Glossary**
 - [ILRR Glossary of Terms](#)
 - Data**
- Right Sidebar:**
 - Launch Application**

Access the Integrated Land & Resource Registry. A BCeID or an IDIR is required.

 - [Launch ILRR](#)
 - BCeID**

BCeID is a credential that enables individuals and organizations to securely access online government services.

 - [About BCeID](#)
 - [ILRR Online Service Details](#)

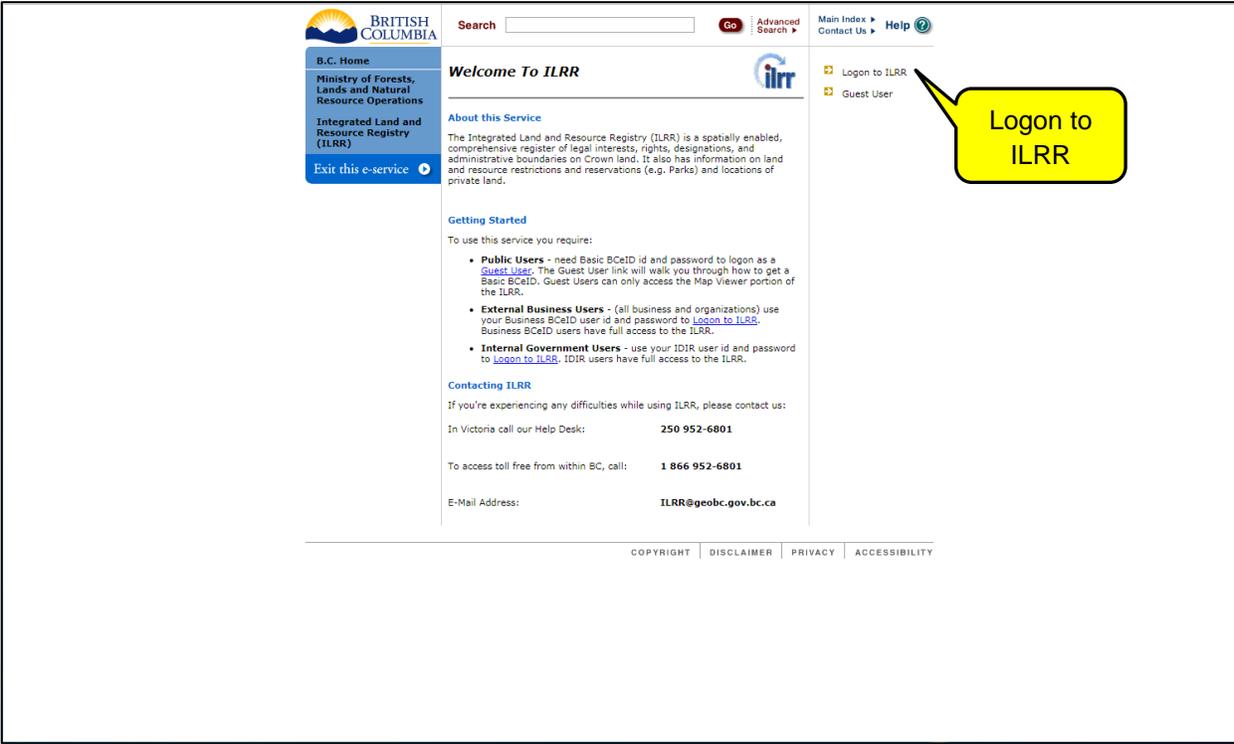
Register for a BCeID to gain access to the ILRR:

 - [Basic BCeID for Public Users](#)
 - [Business BCeID for Business Users](#)
 - Application Support**

The Natural Resource Sector Business Service Desk provides support for geospatial applications and services

ILRR Home Page

You should now be at the ILRR welcome page. From the menu at the right of the screen, select “Logon to ILRR” and then follow the necessary steps to log on to the ILRR.



ILRR Welcome Page

Enter your BCeID and password to be authorized. This is the same username and password you use to logon to MTO.

BRITISH COLUMBIA | Log in to a100.gov.bc.ca

Log in with BCeID

User ID
Use a Business or Basic BCeID

Password

Continue

[Forgot your user ID or password?](#)

No account?
[Register for a BCeID](#)

Or log in with:
Log in with IDIR

Need help?
[Contact the BCeID Help Desk](#)

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

[Disclaimer](#) | [Privacy](#) | [Accessibility](#) | [Copyright](#)

Click Continue to complete login.

The image below will match the next screen you are taken to if you have left the “Do not show me BCeID account activity when I log in” box unchecked in the past. If you have checked the box move on to the directions associated with the next graphic.

To complete login with your BCeID, review your BCeID account activity.

Why are we showing you this? We take security very seriously. We want to show you important activity in your BCeID account - if you don't recognize the activity or suspect your account has been compromised, [contact BCeID](#).

BCeID Account Activity

Last 10 Logins with Your BCeID

- December 21, 2016 at 4:29 PM
- December 21, 2016 at 3:53 PM
- December 21, 2016 at 12:11 PM
- December 8, 2016 at 1:53 PM
- December 7, 2016 at 8:54 AM
- December 6, 2016 at 2:32 PM
- November 24, 2016 at 11:16 AM
- November 18, 2016 at 2:28 PM
- November 16, 2016 at 12:55 PM
- November 14, 2016 at 1:30 PM

When do you want to review your BCeID account activity?

By selecting “Do not show me BCeID account activity when I log in” this page will not be displayed to you when you log in using your BCeID. Update this preference anytime at [www.test.bceid.ca](#).

Do not show me BCeID account activity when I log in

Continue

Your BCeID account

Go to [www.test.bceid.ca](#) to manage your account. You can update your email, contact information, login preferences, and more. We recommend you keep your email address up to date.

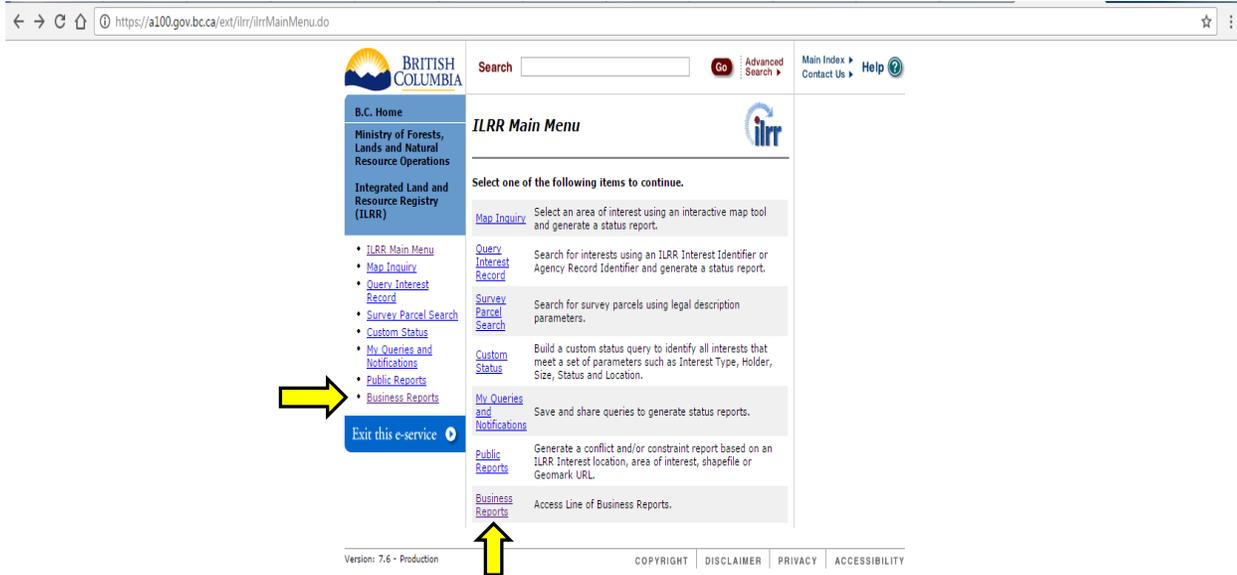
[Manage your BCeID account](#)

Need help?

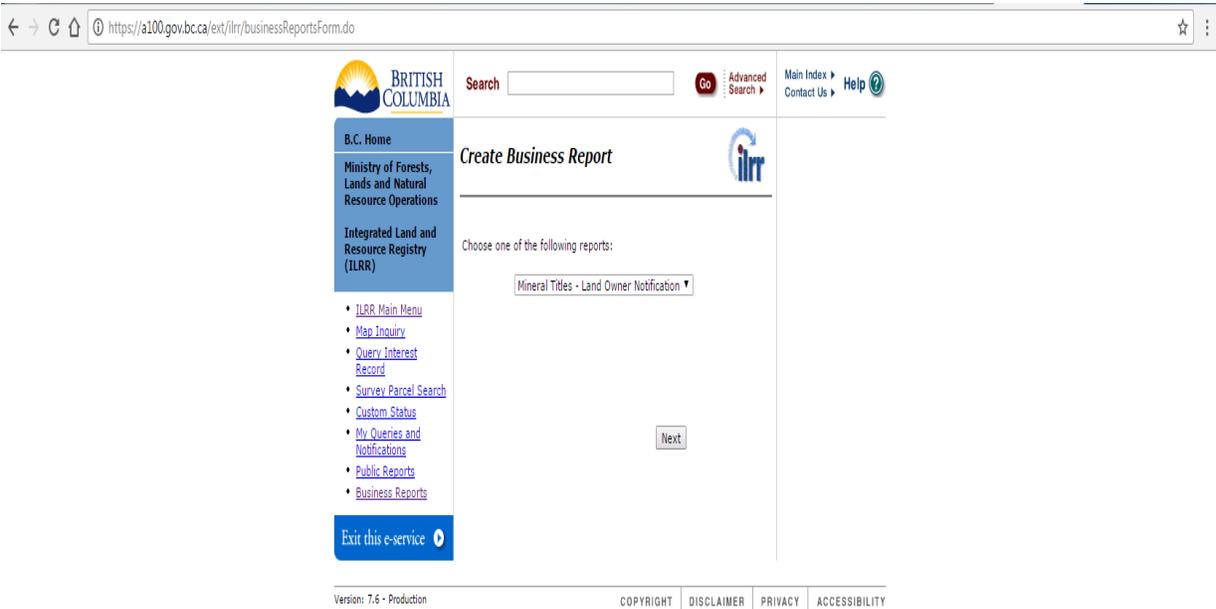
[Contact the BCeID Help Desk](#)



Once you have completed logging on to the ILRR, you should now be at the ILRR Main Menu page. From this menu, select "Business Reports" from either the main menu or from the menu on the left side of the screen.



This will take you to the "Create Business Report" menu. From the pull down menu, select the "Mineral Titles - Land Owner Notification" report and click "Next".



Land Owner Notification Report

You are now at the “Mineral Title – Land Owner Notification” screen. There are three options for creating this report, Mineral Tenure Number, Area of Interest (AOI), and Geomark (ID or URL). If your AOI is completely within a single mineral or placer tenure, it might be easier to use the Mineral Tenure Number option, otherwise you can use either Geomark or the AOI option and define the area yourself.

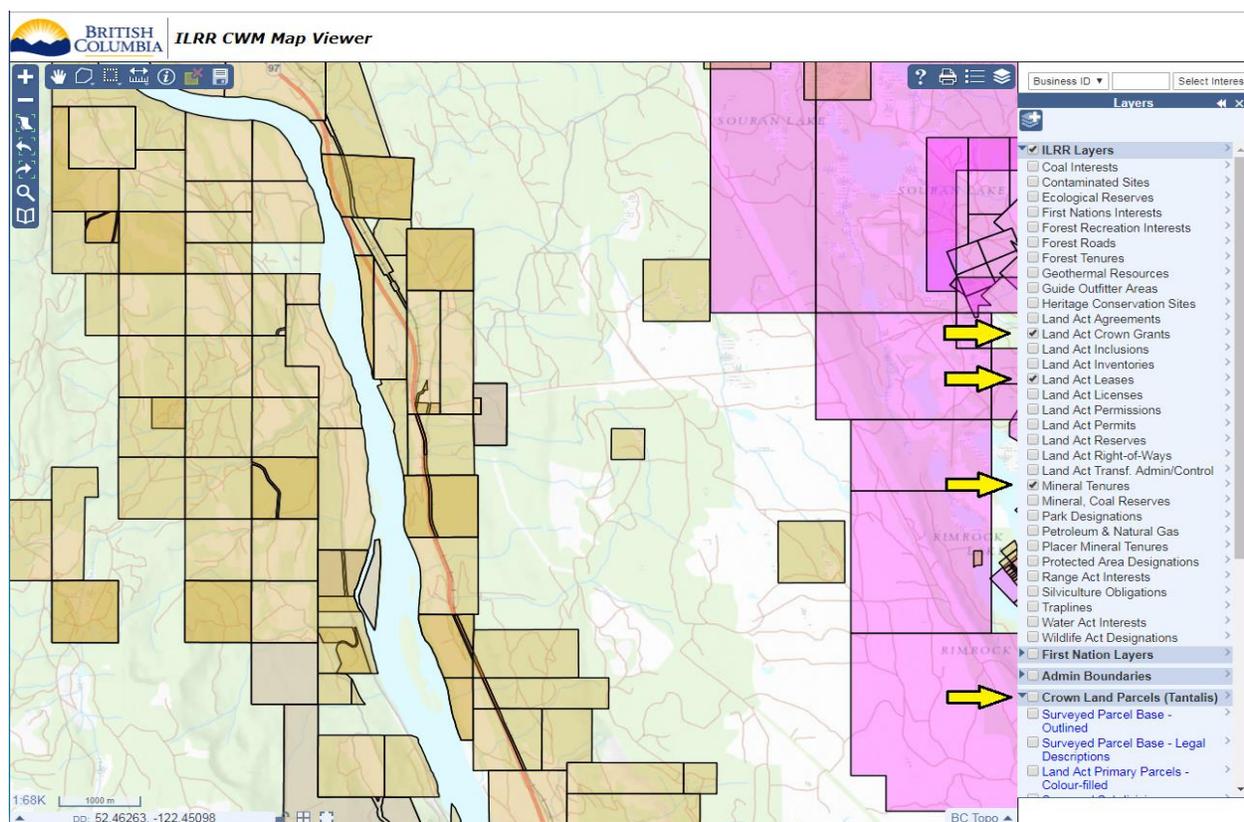
The screenshot shows a web browser window with the URL <https://a100.gov.bc.ca/ext/ilrr/businessReportsType.do>. The page header includes the British Columbia logo and a search bar. The main content area is titled "Mineral Titles - Land Owner Notification" and features the ILRR logo. Below the title, there is a section labeled "Select one of the following:" with three radio button options: "Mineral Tenure Number" (selected), "Area of Interest (AOI)" (with a "Choose" button and "None selected." text), and "Geomark (ID or URL)". Each option has an adjacent text input field. At the bottom of the form are "Back" and "Submit" buttons. The footer contains the text "Version: 7.6 - Production" and links for "COPYRIGHT", "DISCLAIMER", "PRIVACY", and "ACCESSIBILITY".

Mineral Tenure Number Option

Select the Mineral Tenure Number option and enter a valid mineral or placer tenure number in the adjacent text box. Submit the report and a new screen will appear advising the report is being generated. (**NOTE:** Ensure you have pop-up blockers turned off.) When using Mozilla Firefox or Internet Explorer once the report has completed, a File Download pop-up window will appear either in the middle of the screen (Firefox) or at the bottom (Internet Explorer). When using Google Chrome the file may be automatically downloaded into the default folder for new downloads and may be accessible by clicking the file name shown along the bottom portion of your screen. Depending on the computer and internet settings the file download behaviors may be slightly different. **It is recommended that you save the report file to your computer.** Once the file download is complete, you can then open the PDF report file to view it on screen.

Area of Interest (AOI) Option

Select the “Area of Interest (AOI)” option and then select the “Choose” button. This will bring up the ILRR map viewer. This map viewer operates similar to the MTO map viewer, so if you are familiar with that, you should be able to easily navigate to the area you are interested in. You may find it easier to define your AOI by refining the layers displayed in the map. From the list of Map layers, turn off any unnecessary layers or turn on any layers you feel will be helpful, and then refresh the map. Make sure you have the Mineral Tenures layer turned on.



In the above example, Land Act Leases (similar to Crown land leases), Land Act Crown Grants (possible private land) and Mineral Tenure (includes both mineral and placer tenures) layers are displayed and the Surveyed Parcel Base in the Crown Land Parcels folder is turned off.

Once you have navigated to the area and the map is set up with the information you need,

- click the AOI tool  on the top menu and choose a tool  to create your AOI
- draw your AOI by either dragging  or clicking your mouse  along the boundary of your AOI and double clicking to finish drawing

Once you have finished drawing your AOI,

- the AOI will be shaded in a yellow colour with an orange outline.

If you have made a mistake or just want to re-draw your AOI,

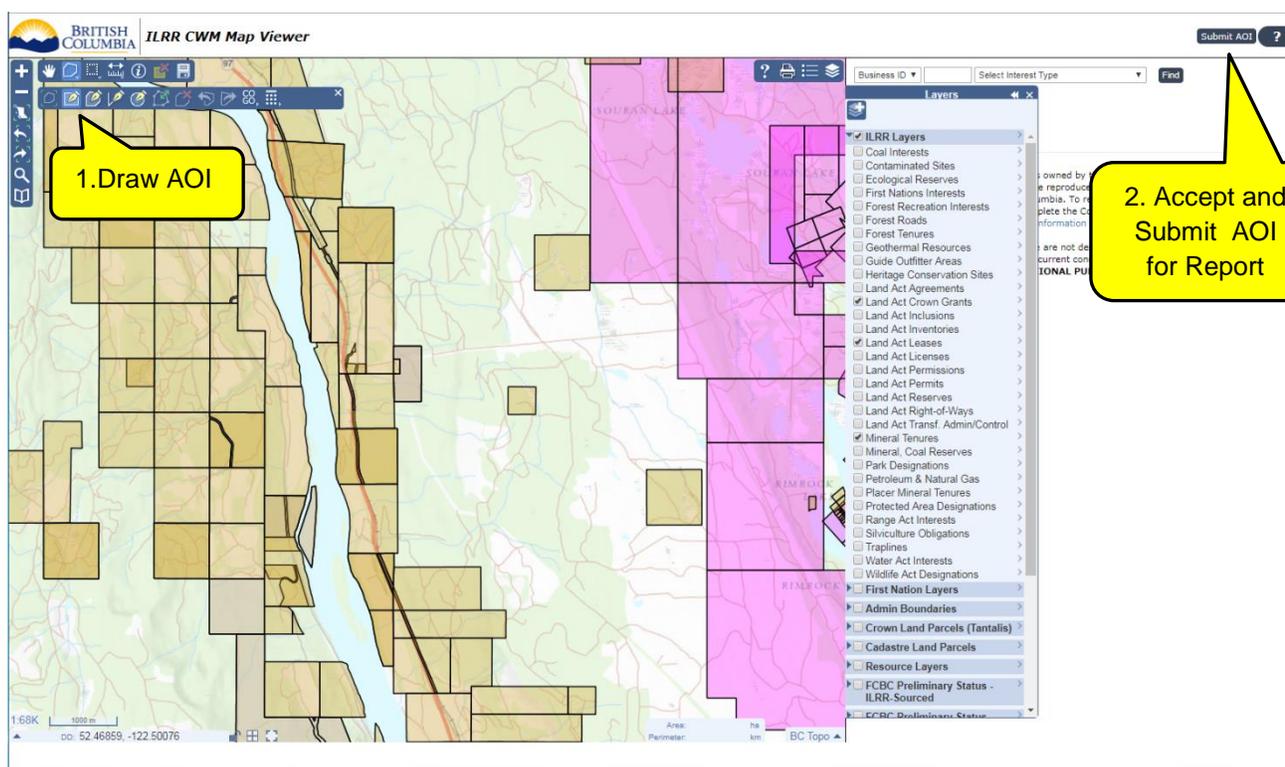
- select the Edit AOI  button at the top of the map screen and adjust your AOI. Alternatively, you can also select the Clear AOI tool  and your AOI will be removed from the map.

It is recommended that you print and keep a copy of the maps for your records.

Once you are satisfied with your AOI,

- confirm this by selecting the Submit AOI button  in the top right corner.

NOTE: Do not select Submit AOI prematurely as this will remove you from the Map Viewer session and require you to begin again to define your AOI.



This example shows a sample AOI in yellow with an orange outline and also shows the process for drawing and accepting an AOI

The map will close and you will be returned to the “Mineral Titles – Land Owner Notification” screen. Select the “Submit” button to generate the report. A new screen will appear advising the report is being generated. (**NOTE:** Your pop-up blocker security needs to be turned off.) Once the report has completed, you will see a File Download pop-up window. **It is recommended that you save the report file at this point**, and once the file download is complete, you can then open the PDF report file to view it.

Note: The ILRR help has more information on drawing an AOI and links to tutorials on using the map viewer. From the top right of the map viewer ILRR screen, select the Help button . In the middle of the help page are links to Quick Reference Guides. Select the MapViewer Quick Reference Guide from the Reference Material section. While it does not deal specifically with the Free Miner – Land Owner Notification Report, it does explain in more detail how to create an AOI.

Geomark (ID or URL) Option

A geomark is created using the [Geomark Web Service](#) and allows users to create and share geographic areas of interest (AOIs) over the web. More information on the Geomark Web Service can be found at:

http://www.data.gov.bc.ca/dbc/geographic/locate/geomark_web_srv/index.page

3 The ILRR Mineral Titles – Land Owner Notification Report

There are three areas to the report, the Crown land lease section (Part 1), the private land within the AOI section (Part 2), and the private land possibly within the AOI section (Part 3). These are explained in more detail below.

3.1 General Information Section

This section has the name of the report, the date it was run and the search information. The search information indicates whether a user-selected AOI was used or whether a Mineral Tenure Number was used to define the geographic extent for the report.

Integrated Land and Resource Registry (ILRR)
Mineral Titles - Land Owner Notification Report
Date: 2016/12/09

Search Information

Area of Interest (AOI): User selected area

This report may contain information of a confidential and sensitive nature.
Please protect the information accordingly.

3.2 Part 1 of the Report - Crown Land Leases

This section lists all of the Crown land leases which intersect/touch/come in contact with/overlap, the AOI, along with the owner's name and address. If a lease has multiple owners, each owner and their address would be listed. The first owner would be labelled Record 1, the second owner would be Record 2 etc. If no leases were found, the report would say "None found".

Crown Land Leases			
Record 1			
ILRR Interest Identifier:	154836	File Number:	0311581
Owner:	CITY OF KAMLOOPS		
Address:	7 VICTORIA ST W		
City:	KAMLOOPS	Country:	CANADA
Province/State:	BC	Postal Code:	V2C1A2
Capacity:	Billing and Primary Contact		

Unlike private land spatial (map) data, there is complete provincial coverage for Crown land leases. If a record is listed in the report, the crown land lease should be within or overlap your AOI.

3.3 Part 2 of the Report - Private Lands Within Area of Interest

This section of the report lists the private land parcels which are completely or partially within or overlap the AOI. The Land Title Parcel Identifier (PID) and legal description are listed for each parcel. The PID is a unique identifier that can be used in BCOnline to look up the ownership information via the BC Assessment Authority or Land Titles and Survey Authority systems. Alternatively, you may hire a title search company to perform the research for you. The legal descriptions can sometimes be useful to confirm what parcel you are looking up. (e.g. if it says it is in the Nanaimo Land District and you are up near Prince George, you know there is a problem).

Within Area of Interest (AOI)	
Parcel Identifier (PID)	Legal Description
010864181	L 1 SEC 24 TP 20 R 18 W6M KDYD PL 3396 EXC PLS B6356 B6819 B7000 6728 11303 12006 24164 & 24170
023751827	L A DL 253 & OF SEC 16 TP 108 & OF SEC 23 TP 20 R 18 W6M KDYD PL KAP59004 EXC STRATA PL KAS3349 (PHASE 1)

Some Crown land leases are also recorded at the BC Assessment Authority or Land Titles and Survey Authority, so they may also show up in this section. Once you have the ownership information for these parcels, you should compare it with the Crown land lease information to prevent sending out duplicate notices. As some of the spatial (map) data for the private land

parcels is not right up to date, you may also find that when you look the parcel up in the BC Assessment Authority or Land Titles and Survey Authority, that the parcel has been sub-divided or other changes may have occurred.

Listed below are explanations for some of the acronyms used under the Legal Description column:

L	Lot
SEC	Section
TP	Township
R	Range
PL	Plan
EXC	Except
BK	Block

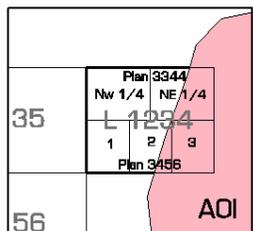
3.4 Part 3 of the report – Possibly within Area of Interest

This section of the report lists the private land parcels which are possibly within or overlap the AOI. The Land Title and Survey Authority Parcel Identifier (PID) and legal description are listed for each parcel. The legal descriptions can be as simple as L12345 Lillooet District or more comprehensive such as the one below. Ownership information for private land is not part of the ILRR, so you will need to research the ownership information using BCOline, a title search company, or by some other method.

Possibly within Area of Interest (AOI)	
Parcel Identifier (PID)	Legal Description
004225140	LOT 1 DISTRICT LOT 1234 CASSIAR DISTRICT PLAN 3456
004225144	LOT 2 DISTRICT LOT 1234 CASSIAR DISTRICT PLAN 3456
004125148	LOT 3 DISTRICT LOT 1234 CASSIAR DISTRICT PLAN 3456
004125152	NW 1/4 DISTRICT LOT 1234 CASSIAR DISTRICT PLAN 3344
004275096	NE 1/4 DISTRICT LOT 1234 CASSIAR DISTRICT PLAN 3344

As mentioned earlier, the government does not have the spatial (map) information for all private land parcels. If you find parcels listed in Part 3 of the report, it means the private land spatial (map) information is not available for this area. The ILRR does have some information it can use to help you determine which parcels overlap your AOI. Primary parcel information is available for the entire province, so in this example the ILRR knows that Lot 1234 Lillooet Land District overlaps your AOI. The ILRR also knows that Lot 1234 has five sub-division parcels within it, so it lists these five parcels. As mentioned, the spatial information for these five parcels is not available, so the ILRR report cannot tell you which of the five parcels is definitely within your area of interest, it can just say that there are five possible overlaps within Lot 1234. In this example, you could order plans 3456 and 3344 through BCOline to determine which parcels are definitely within your AOI, or as there are only five parcels and the AOI covers just under half of the lot, you may decide to get the

ownership information for all of the parcels and send notices out to all five owners. (See section 2.2 for label descriptions using the Tantalus Surface Ownership layer in MTO.)



Some Crown land leases are also recorded at the BC Assessment Authority and the Land Titles and Survey Authority, so they may also show up in this section. Once you have the ownership information for these parcels, you should compare it with the Crown land lease information to prevent sending out duplicate notices.

In most cases, if there is information in Section 2 (Within AOI) of the report, no information will be reported in Section 3 (Possibly Within AOI). The reverse is also generally true. The exception would be if your AOI overlaps areas where there is reliable published private land spatial (map) information and areas where there is no reliable published spatial (map) information. The updating of this information is based on Regional Districts. Here is a link <http://www2.gov.bc.ca/assets/gov/data/geobc/icfstatusmap.pdf> to see a map showing the status of the updating of this information.

As stated earlier in this document, current and accurate private land spatial (map) data exists and is being actively maintained for the northern 2/3 thirds of the province. For the remainder of the province, the data may be variable, out of date or not yet published. For instance, the spatial data in the Kootenay area is not complete because of railway lots which were issued many years ago. This issue is being addressed by the GeoBC, but will take some time to be made available. If you need assistance in determining surface ownership in one of these areas, please contact the Mineral Titles Branch at 1-866-616-4999 or email mineral.titles@gov.bc.ca.

4 Determining Ownership of a Parcel

There are a few options for determining the ownership information of a private parcel. If you have a BCOOnline account, you can look up this information in the BC Assessment or Land Title and Survey Authority systems. If there are only a few overlaps you might want to consider giving the report information to a titles search company and have them provide you with the ownership information you require.

Here are some useful links for BCOOnline:

[Prospectors Guide to BCOOnline](#)

[BC Online Home Page](#)

[BC Online Products](#) (you will probably want the Land & Real Property offering)

[Account Management](#) (opening and managing an account)

The following are some simple examples of researching the ownership information in BCOOnline. We will use with the BC Assessment Authority system first. An account is required to access this service.

4.1 Using the BC Assessment Authority System

After you have logged on to BCOOnline and are at the Main Menu, select the BC Assessment option and click on the Submit button. (BCOnline prefers you to use the mouse and click on the Submit button, rather the using the enter key).

The screenshot shows the BC Online Main Menu. At the top, there is a navigation bar with links for 'Active Session', 'Products', 'FAQ', 'Account Setup', and 'Contact Us'. Below this, the user's session information is displayed: 'For: [SC10073] [MINISTRY OF ENERGY & MINES MEM]' and 'Feb 09, 2017 11:20:43 AM'. A 'Main Menu' button is highlighted. Below the session information, there is a 'Folio:' input field, 'Submit' and 'Reset' buttons, and a 'BC OnLine Mailbox' button. The 'Select an Application:' section lists various services with radio buttons. The 'BC Assessment' option is selected and highlighted with a yellow callout box. Another yellow callout box points to the 'Submit' button with the text: 'Click on the Submit button rather than use the Enter key on the keyboard'.

The BC Online Main Menu

You should now be at the BC Assessment Web Query Introduction page. Once you have read the introduction, click on Proceed.

BRITISH COLUMBIA | BCOnLine

BC Assessment Web Query

SC10073
Feb 09, 2017
11:22:29 AM

Property Lookup

Folio:

Introduction

Help ?

Proceed ▶

Introduction

The search transaction queries the BC Assessment databases for properties in BC. Searches may be based on several different criteria. If more than one home meets the criteria submitted, then a list of matches is displayed, and allows the selection of one complete record for display. Once a home is selected, a report confirmation screen is displayed. If you choose to proceed, a charge for the full report is incurred and automatically debited from your BC OnLine account.

"owner" , as defined in s. 1 of the Assessment Act, includes registered tenants for life, holders of registered agreements for sale, and taxable occupiers of property owned by the Crown, a local government or other tax exempt owner.

Disclaimer

This information is obtained from various sources and is determined as of the specific dates set out in the Assessment Act. As a result, BC Assessment cannot warrant that it is current or accurate, and provides it for your convenience only. Use of this information without verification from original sources is at your own risk.

©BC Assessment

Click the Proceed button

Proceed ▶

Property Lookup

- introduction
- search criteria
- search results
- confirmation
- report

BC OnLine Mailbox

Tip: Click the Help Button for online assistance.

Previous Roll Years

This should take you to the Search Criteria screen. You need to select the type of report you would like to run. The Owner Location Report is the least expensive and will provide you with the ownership and address information you require.

Remember that costs related to determining the ownership of land and serving notice can be used to satisfy exploration and development work requirements for claims. The costs may be registered on the claims for which the land ownership and notice work was done. If the work is done for land on which claims do not exist, the work can be registered on claims which are subsequently acquired in the area.

The ILRR report provides you with the Land Titles Parcel Identifier (PID) and we will use this for our search criteria. Click on the "Search by Title #/Roll #/PID/Mfr. Home/Mfr. Park/Lands Branch" link at the bottom.

The BC Assessment Authority Search Criteria screen

This should take you to the Property Lookup screen. Enter the Land Title PID number in the top text box, ensure that the Owner Location Report option is still selected at the top of the page and click on the PID Search button.

BC Assessment Authority Property Lookup Search Criteria screen

You should now see a confirmation screen. Review the information, and click on the Confirm button to submit the search.

BRITISH COLUMBIA | BC OnLine

Active Session Products FAQ Account Setup Contact Us

Sign Off News User Guides Price List Hours of Operation Links Site Map Conditions of Use BC OnLine HELP

BC Assessment Web Query

SC10073
Feb 09, 2017
11:37:36 AM

Property Lookup

Folio:

Confirmation

Help ?

[Return](#) [Cancel](#) [Confirm](#)

**Owner Location Report
Billing Confirmation**

Date: Feb 09, 2017
Time: 11:37:36 AM
Account Name:

Roll Year: 2017
Jurisdiction: 212 - City of Kamloops
Land Title PID: 010864181

If you confirm, your BCOL account will be debited the amount of \$3.00.

[Return](#) [Cancel](#) [Confirm](#)

Click the Confirm button

Property Lookup

- introduction
- search criteria
- search results
- confirmation
- report

BC OnLine Mailbox

Tip: Click the Help Button for online assistance.

Previous Roll Years

This should now take you to the Property Lookup Report screen. In this example, it returned the ownership and address information successfully and you can also see that there are two owners, and that they have the same address

BC Assessment Web Query

SC10073
Feb 09, 2017
11:38:28 AM

Property Lookup **Report**
Help ?

[Print](#) [New Search](#)

Owner Location Report

Disclaimer
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©BC Assessment

Report Date:	Feb 09, 2017	Report Time:	11:38:28 AM
Folio:		For:	SC10073
Roll Year:	2017	Roll Number:	13-10400-000
Area:	23	Jurisdiction:	212
School District:	73		
Neighbourhood:	013 - WESTMOUNT & BATCHELOR HEIGHTS		
Property Address:	1950 BATCHELOR DR KAMLOOPS BC		
Owner Name:	[Redacted]	# of Owners:	2
Owner Address:	[Redacted]		
Document No:	LB173077		
PID:	010-864-181		
Legal Description:	Lot 1, Plan KAP3396, Section 24, Township 20, Range 18, Meridian W6, Kamloops Div of Yale Land District, Except Plan B6356 B6819 B7000 6728 12006 11303 24164 & 24170		
Additional Owners:	[Redacted]	Associated PIDs:	

[Print](#) [New Search](#)

Check to see if there is additional ownership information

Ownership Information

Active Session Tab

BC Assessment Authority Property Lookup Screen showing an Owner Location Report

It is recommended that you print a copy of this report for your records.

The following is an example of a parcel owned by the provincial government:

BRITISH COLUMBIA | BCOnline
 Sign Off • News • User Guides • Price List • Hours of Operation • Links • Site Map • Conditions of Use • **BC Online HELP**

Active Session Products FAQ Account Setup Contact Us

BC Assessment Web Query

SC10073
Feb 10, 2017
11:22:43 AM

Property Lookup

Report Help ?

Print New Search

Owner Location Report

Disclaimer
 This information is obtained from various sources and is determined as of the specific dates set out in the Assessment Act. As a result, BC Assessment cannot warrant that it is current or accurate, and provides it for your convenience only. Use of this information without verification from original sources is at your own risk.

©BC Assessment

Report Date:	Feb 10, 2017	Report Time:	11:22:43 AM
Folio:		For:	SC10073
Roll Year:	2017	Roll No.:	
Area:	06	Juris:	
School District:	71		
Neighbourhood:	160 - SOUTH OF COURTENAY		
Property Address:			
Owner Name:	CROWN PROVINCIAL	# of Owners:	1
Owner Address:	C/O VANCOUVER ISLAND FLNR SERVICE CENTRE 142-2080 LABIEUX RD NANAIMO BC V9T 6J9		
Document No.:	EL135317		
PID:	006-700-161		
Legal Description:	Lot 1, Block A, Plan 1926, Nelson Land District, Except Plan VIP66336, OF BLK 33		
Additional Owners:	No Additional Owners	Associated PIDs:	006-700-217 006-700-276

Print New Search

An example of a parcel owned by the Provincial Government

It is recommended that you print a copy of this report for your records.

Some Crown land leases are entered into the BC Assessment Authority system. You should check to see that this does not duplicate the Crown land lease information in the ILRR so that you do not send out duplicate notices.

If you were unsuccessful in finding the owners for a particular PID, you should now try the Land Title and Survey Authority system. This system is accessed through the myLTSA website (<https://apps.ltsa.ca/iam/login>). An account is required to access this service.

4.2 Land Title and Survey Authority System

After you have logged onto myLTSA and are at the Main Screen, enter the PID and click on the Search button. (myLTSA prefers you to use the mouse and click on the Search button, rather than use the enter key). You can also access the PID search function from most myLTSA pages by clicking the Searches tab in the top left and choosing the Title Search option from the drop down menu.

The screenshot shows the myLTSA main screen. At the top left, the myLTSA logo is visible. A navigation bar contains tabs for Searches, Other Requests, Submissions, Service Providers, and Administration. A yellow callout bubble points to the Searches tab with the text: "Searches tab. Choose the Title Search option from the drop down menu to search a PID." Below the navigation bar, the main content area is titled "Welcome to the Land Title and Survey Authority's Electronic Services". On the left, there is a "Search Titles" section with input fields for "File Reference" and "Parcel Identifier (PID)" (containing "010864181") and a "Search" button. A yellow callout bubble points to the Search button with the text: "Click on the search button rather than using the Enter key on the keyboard". In the center, there is a "My Recent Orders and Notifications" section with a table:

File Reference	Subject	Date
Title LB173077	with Current and Cancelled Info for 010-864-181	2017-02-09

On the right, there is a "ParcelMapBC" section with a "Launch ParcelMap BC Search" button, and a "What's New" section with several news items. At the bottom, there is an "About LTSA" section and a "Help" section with links for News, Fees, and Practice Info.

myLTSA Main Screen

You should now be taken to the Title Search Results screen. Using the above example, there should be four titles listed. You will note the bottom three titles have been cancelled.

myLTSA Home | My Preferences | | U

Searches | **Other Requests** | **Submissions** | **Service Providers** | **Administration**

Title Search Results 2017-02-09 13:09

File Reference:

Select the items you wish to order and click Purchase.

[Back to Title Search](#) [Print Page](#)

[Send Copy of List to Inbox](#)

4 search results found in Land Title District: All Land Title Districts Items per page: 20

PID 010-864-181 S/3396/////1 REM *
PENDING APPLICATIONS: There are no pending applications

<input type="checkbox"/>	Title Number	Land Title District	Status	First Owner Name on Title
<input type="checkbox"/>	LB173077	Kamloops	REGISTERED	0752906 B.C. LTD.
<input type="checkbox"/>	KG85752	Kamloops	CANCELLED	LITTKE, MARK EDWARD DAVID
<input type="checkbox"/>	KE32711	Kamloops	CANCELLED	BRENTWOOD ENTERPRISES LTD.
<input type="checkbox"/>	H33359	Kamloops	CANCELLED	MELTON REAL ESTATE LTD

[First](#) | [Previous](#) | **1** | [Next](#) | [Last](#)

[Back to Title Search](#) [Print Page](#)

[Send Copy of List to Inbox](#)

Order Summary

File Reference:

0 Requested

[Preview Order Details](#)

Product Fee: \$ 0.00

Service Charge: \$ 0.00

Subtotal: \$ 0.00

GST: \$ 0.00

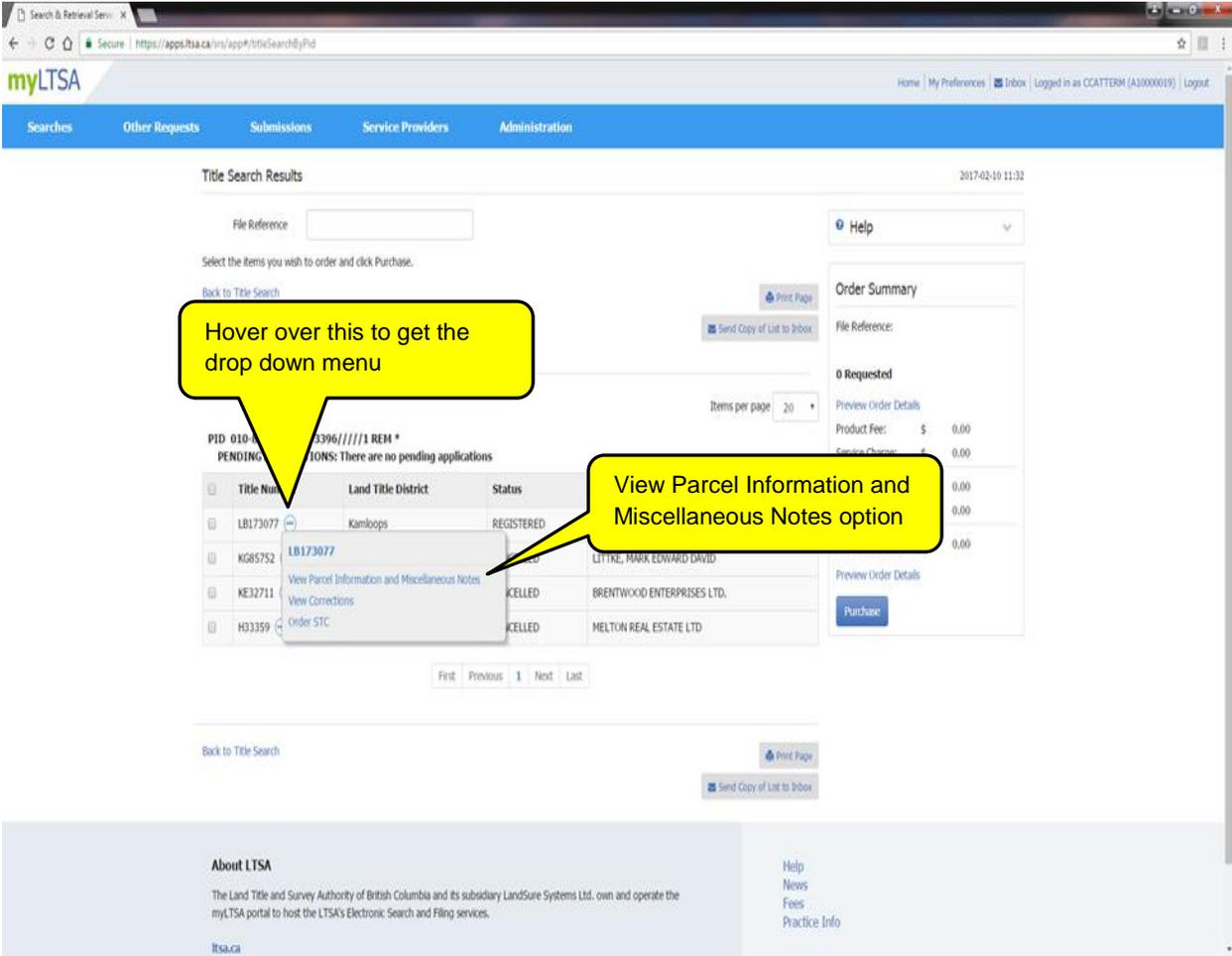
Total Amount: \$ 0.00

[Preview Order Details](#)

[Purchase](#)

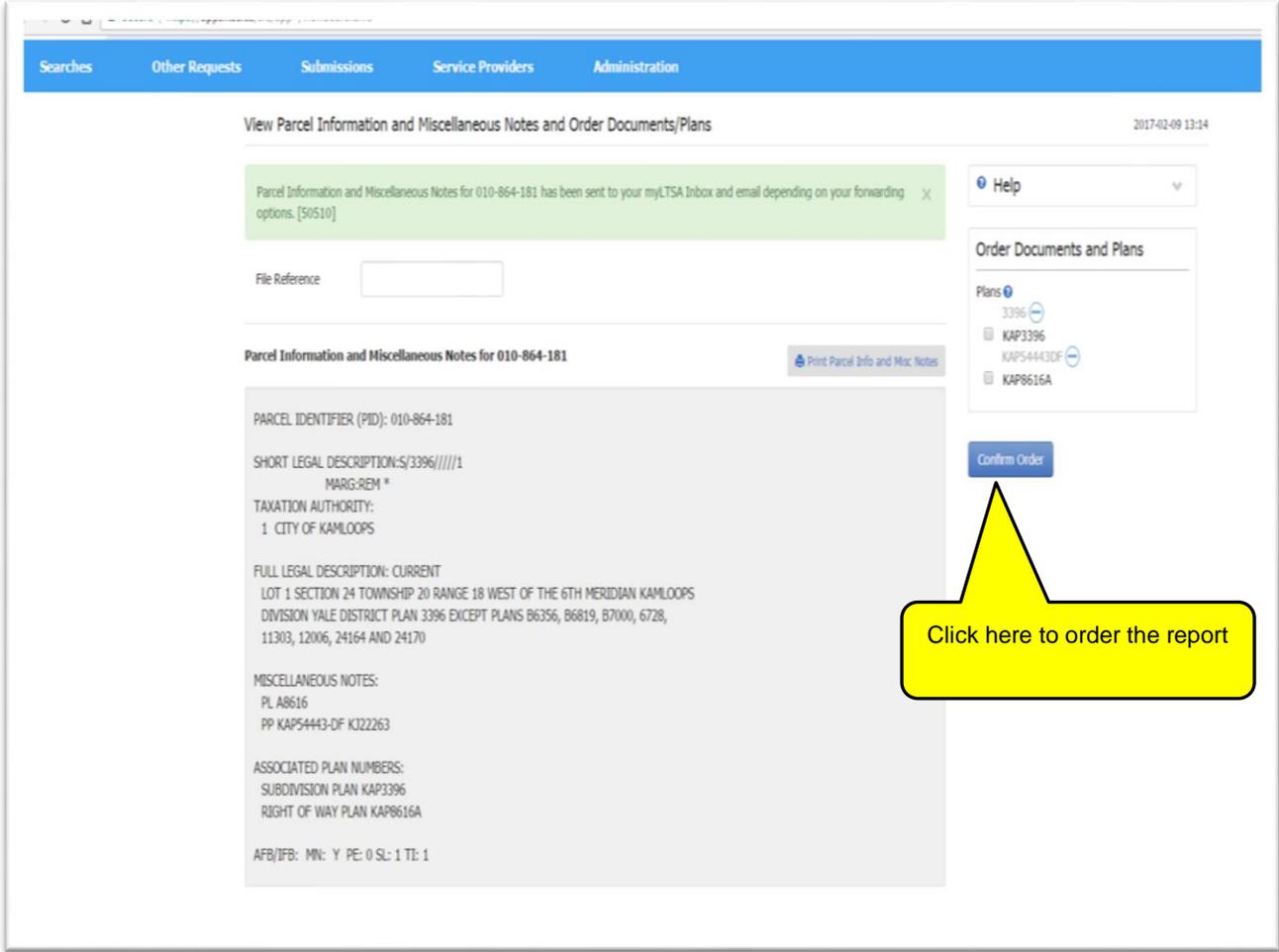
myLTSA Title Search Results screen

Hover over the  sign on the right side of the title number and click the View Parcel Information and Miscellaneous Notes option from the menu that pops up.



Land Title & Survey Authority Selection List screen

You should now be at the Parcel Information and Miscellaneous Notes screen. The same PID number was used here as was used in the BC Assessment Authority example, and you will notice the ownership information from the BC Assessment system matches the information from the Land Titles and Survey Authority system (myLTSA). Once you are at the Parcel Information and Miscellaneous Notes screen a copy of the information you see will be sent to your myLTSA inbox. Click on the Confirm Order button to order a copy of the title search report.



Parcel Information and Miscellaneous Notes screen

After ordering the report a copy of it will be sent to your myLTSA inbox. To access this report click the Submissions tab and choose the report with the PID of interest.

The screenshot shows the myLTSA web interface. At the top left is the myLTSA logo, and at the top right is a MENU icon. Below the logo is the word "Inbox". The main area contains a search bar with the placeholder text "File Reference, Subject, or Recipient". Below the search bar are date filters for "From" and "To", both with "mm/dd/yyyy" placeholders and calendar icons. There are radio buttons for "My Items" (selected) and "My Group's Items", along with a help icon. Below these are "Clear All" and "Search Inbox Items" buttons. A yellow callout bubble labeled "Submissions tab" points to the "Submissions" tab in the navigation bar. The navigation bar also includes "All", "Searches & Document Requests", "My Deleted Items", "Forwarding Options", and "Refresh Inbox". Below the navigation bar are "Forward Selected" and "Delete Selected" buttons, and a "Items per page" dropdown set to "20". A table with the following columns is visible: "File Reference", "Subject", "Recipient", and "Received". The "Subject" column contains the text "Title LB173077 with Current and Cancelled Info for 010-864-181". The "Received" column contains "Feb 09 2017 11:55:07 AM". A yellow callout bubble labeled "Link to report" points to a link icon in the "File Reference" column of the first row. At the bottom of the table is a pagination bar with "First", "Previous", "1", "Next", and "Last" buttons.

Submissions tab with link to title search report

Below is an image showing the first page of the Title Search report.

TITLE SEARCH PRINT

File Reference:
Declared Value \$ 1000000

2017-02-09, 11:55:07
Requestor:

****CURRENT AND CANCELLED INFORMATION SHOWN****

Land Title District Land Title Office	KAMLOOPS KAMLOOPS
Title Number From Title Number	LB173077 KG85752
Application Received	2008-02-29
Application Entered	2008-03-10
Registered Owner in Fee Simple Registered Owner/Mailing Address:	0752906 B.C. LTD., INC.NO. BC0752906 0752913 B.C. LTD., INC.NO. BC0752913 2025 FALCON ROAD KAMLOOPS, BC V2C 4J2
Taxation Authority	CITY OF KAMLOOPS
Description of Land Parcel Identifier: Legal Description:	010-864-181 LOT 1 SECTION 24 TOWNSHIP 20 RANGE 18 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 3396 EXCEPT PLANS B6356, B6819, B7000, 6728, 11303, 12006, 24164 AND 24170
Legal Notations	NONE
Charges, Liens and Interests Nature: Registration Number: Registration Date and Time: Registered Owner: Remarks:	RIGHT OF WAY F40360 1971-11-01 01:57 BRITISH COLUMBIA HYDRO AND POWER AUTHORITY INTER ALIA
 Nature: Registration Number: Registration Date and Time: Registered Owner: Cancelled By: Cancelled Date:	 MORTGAGE KR86707 2001-09-18 12:12 ROYAL BANK OF CANADA LB185526 2008-04-09

First page of the ordered Title Search report

This is what you will see if you click on your inbox. Titles that were searched for using the PID and opened through the Parcel Information and Miscellaneous Notes screen will appear here. Click on a report title to open it.

myLTSA

Searches Other Requests Submissions Service Providers Administration

Welcome to the Land Title and Survey Authority's Electronic Services

Search Titles

File Reference

Parcel Identifier (PID)

Search

Quick Links

- Search Titles by Multiple PIDs
- Search Titles by Short Legal
- Search Plans by Plan Number
- Order Documents and Plans
- Search ParcelMap BC
- Order Parcel Activity Notifier
- Order Tax Certificates
- Strata Plan General Index

My Recent Orders and Notifications

All Items in Inbox

File Reference	Subject	Date
	Parcel Information and Miscellaneous Notes for 010-864-181	2017-02-09
	Parcel Information and Miscellaneous Notes for 010-864-181	2017-02-09
	Parcel Information and Miscellaneous Notes for 010-864-181	2017-02-09
	Parcel Information and Miscellaneous Notes for 010-864-181	2017-02-09
	Parcel Information and Miscellaneous Notes for 010-864-181	2017-02-09
	Parcel Information and Miscellaneous Notes for 010-864-181	2017-02-09
	Parcel Information and Miscellaneous Notes for 010-864-181	2017-02-09
	Parcel Information and Miscellaneous Notes for 010-864-181	2017-02-09
	Parcel Information and Miscellaneous Notes for 010-864-181	2017-02-09
	Parcel Information and Miscellaneous Notes for 010-864-181	2017-02-09
	Title LB173077 with Current and Cancelled Info for 010-864-181	2017-02-09

ParcelMapBC

Search using ParcelMap BC, the map of private and Crown land parcels in British Columbia. Province-wide coverage will be available by spring 2017. [Learn more](#)

Launch ParcelMap BC Search

What's New

Reminder: State of Title Certificates Retained for 7 Days in myLTSA Inbox
Customers are encouraged to set up auto-forwarding for myLTSA Inbox...[read more](#)
February 9, 2017

New Versions of Land Title Forms Coming March 20, 2017
The Director of Land Titles is introducing new versions of land title form...[read more](#)
February 8, 2017

Town of Snithers Joins Tax Certificates Online
The total fee for this certificate is...[read more](#)
February 3, 2017

This is an example of the information contained in the report.

The following are some examples of situations to pay attention to when using the myLTSA system.

myLTSA MENU

Searches Other Requests Submissions Service Providers Administration

Title Search Results 2017-02-10 11:54

File Reference

Select the items you wish to order and click Purchase.

[Back to Title Search](#) [Print Page](#) [Send Copy of List to Inbox](#)

6 search results found in Land Title District: All Land Title Districts

PID 000-254-991 S/33674/////2
PENDING APPLICATIONS: There are no pending applications.

<input type="checkbox"/>	Title Number	Land Title District	Status	First Owner Name on Title
<input type="checkbox"/>	EH90518	Victoria	CANCELLED	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA
<input type="checkbox"/>	EH66203	Victoria	CANCELLED	TIMBERWEST FOREST I LIMITED
<input type="checkbox"/>	EG18024	Victoria	CANCELLED	ELK FALLS WOOD PRODUCTS LIMITED
<input type="checkbox"/>	EG10593	Victoria	CANCELLED	CROWN FOREST INDUSTRIES LIMITED
<input type="checkbox"/>	N79482	Victoria	CANCELLED	CROWN FOREST INDUSTRIES LIMITED
<input type="checkbox"/>	J50179	Victoria	CANCELLED	CROWN ZELLERBACH CANADA LIMITED

Page 20

[Back to Title Search](#) [Print Page](#)

An example of a cancelled title. It is also an example of a title owned by the province (if the title was not cancelled). This additional information was obtained by purchasing the report.

TITLE SEARCH PRINT

2017-02-10, 13:18:44

File Reference:

Requestor:

****CURRENT AND CANCELLED INFORMATION SHOWN****

Title Issued Under SECTION 188 LAND TITLE ACT
SECTION 172 LAND TITLE ACT

Land Title District VICTORIA
Land Title Office VICTORIA

Title Number EL135317
From Title Number S24306

Application Received 1997-11-27

Application Entered 1997-12-04

Registered Owner in Fee Simple
Registered Owner/Mailing Address: THE VICTORIA LUMBER AND MANUFACTURING COMPANY LIMITED
NO ADDRESS ON FILE FOR THIS OWNER

Taxation Authority COURTENAY ASSESSMENT AREA

Description of Land
Parcel Identifier: 006-700-161
Legal Description:
LOT 1, BLOCK A OF BLOCK 33, NELSON DISTRICT, PLAN 1926
EXCEPT PART IN PLAN VIP66336

Owned by the province
as it forfeited to the
Crown in 1927

Legal Notations
TAX SALE NOTICE DF 15929 (7) 24.11.1926 FORFEITED TO CROWN DF 18281
(8 AND 9) 01.12.1927

Charges, Liens and Interests
Nature: EXCEPTIONS AND RESERVATIONS
Registration Number: M76300
Registered Owner: ESQUIMALT AND NANAIMO RAILWAY COMPANY
Remarks: INTER ALIA
A.F.B. 9.693.7434A
SECTION 172(3)
FOR ACTUAL DATE AND TIME OF
REGISTRATION SEE ORIGINAL GRANT
FROM E & N RAILWAY COMPANY
FOR ACTUAL DATE AND TIME OF REGISTRATION SEE
ORIGINAL GRANT FROM E & N RAILWAY COMPANY

Although this title is not cancelled and the last registered owner is THE VICTORIA LUMBER AND MANUFACTURING COMPANY LIMITED, it is owned by the province because it forfeited to the Crown in 1927.

In conclusion, the Mineral Titles Branch understands that there is a big learning curve for everyone using these procedures. Not only for free miners, but for Mineral Titles Branch staff as well. But with both groups working together, we can alleviate and hopefully resolve some of the issues.

Thank you for your consideration.

For further information about this document or the Landowner Notification process, please contact the Mineral Titles Branch at 1-866-616-4999 or mineral.titles@gov.bc.ca .